

**From:** Walton, Ray [DAS]

**Sent:** Wednesday, November 24, 2010 1:52 PM

**To:** IA Dept Directors - Executive Branch; IA Deputies; IA Elected Officials; IA Chief Financial Officers; IA Chief Information Officers

**Cc:** IA Dept Directors Assistants; DAS Executive Leadership Team

**Subject:** Software Acquisitions; IT Asset Inventory

November 24, 2010

Directors, Elected Officials, CFO's and CIO's,

The purpose of this communication is to relay the process for meeting two requirements pertaining to Information Technology consolidation contained within Executive Order #26.

**Section II.G "Effective immediately, Departments shall be required to submit software licensing agreements and renewals to DAS/ITE and the Department of Management for review and approval."**

At this time, agencies do not need to send their software procurement and maintenance renewals to DAS for prior approval. Most software is acquired through a vendor on state contract. We have requested a listing of all software procurements and licenses from those vendors. Once that information is received, DAS will review and propose opportunities to gain further efficiencies in software procurements and maintenance renewals.

**Section III.F "The Chief Information Officer shall coordinate with the Directors of all state departments affected by this Order to further develop an inventory of state IT assets, develop memoranda of records identifying any pending settlements, issues of compliance with applicable federal and state laws and regulations, or other obligations to be resolved related to ongoing process of IT consolidation. This inventory shall be completed by December 31, 2010 and shall be informed by the DAS/ITE initial inventory described in Section 1 (B) above." Then Section 1 (B) states "DAS/ITE shall continue to gather information from all Departments under Executive authority on their information technology assets and operations to support the strategic planning and implementation for further IT consolidation efforts for the state of Iowa."**

Gathering IT asset inventory information is not new to most of us, as we have completed a number of surveys over the years, with the most recent being this past spring. We will leverage existing information and hope to define only the necessary fields of information needed for the December 31, 2010 deadline. As we plan for enterprise-wide integrated server, network, storage, backup/retrieval and document management offerings, the information we gather will help us to achieve our goal of gaining a better understanding of the hardware solutions already deployed throughout the agencies.

This inventory will not include:

- Desktops and monitors: This information has already been gathered (spring 2010) and we will factor that information when planning begins for desktop support consolidation.
- Application software such as development tools, individual software packages and custom software: An enterprise expectation was set in 2009 to utilize the Application Portfolio Inventory (API) system for business continuity planning purposes in documenting all agency applications. Agencies will need to ensure that they record and keep their application information up to date in this software. Any additional information regarding application software inventory needs will be communicated in the near future.

Section two of the inventory form is to capture information regarding any pending vendor settlements, federal or state IT compliance regulations needing our attention and a listing of your current and upcoming IT projects.

Please complete the attached inventory form or submit a copy of the spreadsheet you already use to manage your agency's IT assets. If there are data elements on the attached form that you don't currently track, please add those data fields to your existing inventory spreadsheet and submit. If we are requesting data you don't currently monitor and are unable to gather by the deadline, leave the column blank and provide a notation of when we can expect the information. Our deadline for this process is December 31, 2010.

Feel free to contact [Lorrie Tritch](#), DAS-ITE Interim Chief Operating Officer, with questions.

Ray

Attachment

**Ray Walton**

Director, Department of Administrative Services

Iowa Department of Administrative Services

Hoover State Office Building

Des Moines, Iowa 50319

515-281-3273(O) 515-745-3215(C)

[Ray.Walton@iowa.gov](mailto:Ray.Walton@iowa.gov)



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